– *Paper tray* – select the paper source for your printer. You can assign different paper trays to different page styles. For example, you can assign a different tray for the first page style in the spreadsheet and load the tray with your company letterhead paper.

- **Margins** – specify the amount of space to leave between the edges of the paper and the spreadsheet contents.
    - *Left/Inner* – the space between the left edge of the page and the spreadsheet. If you are using **Mirrored** page layout, enter the space between the inner edge of the paper and the spreadsheet. You may want to have a wider space as the left/inner margin if you will be punching or binding the pages.
    - *Right/Outer* – the space between the right edge of the paper and the spreadsheet. If you are using **Mirrored** page layout, enter the space between the outer edge of the paper and the spreadsheet.
    - *Top* – enter the space between the upper edge of the paper and the spreadsheet.
    - *Bottom* – enter the space between the lower edge of the paper and the spreadsheet.

- **Layout settings** – select the page layout style to use for the spreadsheet.
    - *Page layout:*
        - *Right and left* – both odd (right) and even (left) pages have the same margins on all four sides.
        - *Mirrored* – odd and even pages with inner and outer margins as specified. Use this layout if you want to bind the printed pages like a book. Enter the binding space as the *Inner* margin.
        - *Only right* – the current page style shows only odd (right) pages. Even pages are shown as blank pages.
        - *Only left* – the current page style shows only even (left) pages. Odd pages are shown as blank pages.
    - *Page numbers* – select the page numbering format to use for the page style. Typically this will be 1,2,3; or a,b,c; or i,ii,iii.
    - *Table alignment:*
        - *Horizontal* – centers the cells horizontally on the printed page.
        - *Vertical* – centers the cells vertically on the printed page.